

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume and writing sample via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

DEPUTY ATTORNEY GENERAL Consumer Protection Division

Summary

Provides legal representation on behalf of the State and for the benefit of consumers in court proceedings by performing the following duties:

Essential Duties and Responsibilities include the following (*other duties may be assigned*)

- Reviews incoming complaints for enforcement purposes.
- Reviews pertinent decisions, policies, regulations, and other legal matters pertaining to cases.
- Maintains caseload of investigation and litigation cases involving violations of consumer protection laws.
- Researches and writes motions and briefs effectively.
- Courtroom litigation. Appears in court and presents evidence before judges and juries.
- Interact with the general public regarding consumer protection matters using excellent communication skills.
- Interaction with section and staff.

All eligible candidates for this position will make a three-year commitment to the Office of the Attorney General.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience

- Licensed to practice law in Indiana.
- Prior Litigation experience a plus.

Qualifications - continued

- *Language Ability* - Ability to read, analyze, and interpret the most complex legal pleadings and documents. Ability to present oral argument and evidence in court with innovative technique and style. Ability to make effective and persuasive presentations on controversial or complex topics to top management. Ability to respond effectively to most sensitive inquiries or complaints.
- *Math Ability* - Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- *Computer Skills* - To perform this job successfully, an individual should have knowledge of Word Processing software and Spreadsheet software;.
- *Certificates and Licenses* - Licensed to practice law in the State of Indiana.

Supervisory Responsibilities

Positions supervised may include paralegals, investigative clerks, and administrative assistants.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. There may be travel to Indiana State courts involved in the work environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk and sit. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.